

HEMAN G. STARK YOUTH CORRECTIONAL FACILITY



Prepared by:

California Department of Corrections and Rehabilitation
Office of Audits and Compliance

June/July 2009

EDUCATION SERVICES REMEDIAL PLAN

Division of Juvenile Justice (DJJ), Education Services Remedial Plan, Temporary Departmental Order 07-75, Rev-ET-09, pages 2-4, Education Services Manual, Section 3200-3214, Lyle Egan High School On Campus and Off Campus School/Security Attendance Procedure, Disciplinary Decision Making System Policy, page 29, U1, DJJ Alternative Behavior Learning Environment Procedure, page 2 and 5 and Program Service Day Education Services Revision 3, Section 3266 and Institutions and Camps Branch Manual, Section 5600, Revision 84

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EXECUTIVE SUMMARY

The Office of Audits and Compliance (OAC), Compliance/Peer Review Branch (CPRB) reviewed the following:

- Education Services Remedial Plan dated May 2005;
- Summary of the Eighth Report of the Special Master/Areas of Concern dated January 2009;
- Lyle Egan High School Site Compliance Report dated January 12 through January 14, 2009, by reviewers Dr. Tom O'Rourke and Dr. Robert Gordon;
- Lyle Egan High School Corrective Action Plan (CAP) summary dated May 18, 2009, by Dr. Tom O'Rourke and Dr. Robert Gordon;
- CAP revised April 6, 2009; and
- Memorandum by the Office of the Special Master dated April 28, 2009, by Aubra Fletcher pertaining to fact-gathering regarding education at Heman G. Stark Youth Correctional Facility (HGSYCF).

The above areas were reviewed to determine whether HGSYCF is in compliance with the policies and identified areas outlined in the Education Services Remedial Plan. Additionally, the CPRB reviewed seven selected action items from the Education Services Remedial Plan that include action items: 3.19, 3.14, 3.21, 3.23, 3.34, 3.39, and 4.20 during the period of June 29 through July 2, 2009.

The CPRB review team determined that HGSYCF is not in compliance with action item 3.19 and is in partial compliance with action items 3.14, 3.21, 3.23, 3.34, 3.39, and 4.20.

The noncompliance (NC) finding was as follows:

Action Item 3.19

- Facility administration is not completing a CAP on a quarterly basis.

The partial compliance (PC) findings were as follows:

Action Item 3.14

- Incomplete final local operating attendance procedure for the on campus school.
- Incomplete staff training for education and custody staff for the on campus school.
- Teachers were unaware of their ability to utilize the Ward Information Network (WIN) system to determine the reason for a student's absence the previous day.

- Students that refused school were observed out of their rooms watching television.
- Substitute teachers were not provided for the culinary arts program.

Action Item 3.21

- Incomplete final local operating attendance procedure for the off campus school.
- Incomplete staff training for education and custody staff for the off campus school.
- School security attendance officer not following proper procedure for processing S and T company's Youth Authority (YA) 7.115 (Student Movement Accountability) forms.
- Untrained back-up security attendance officer.
- K and L company did not follow attendance reporting procedure.
- Teachers from S and T company not using proper attendance recording forms.
- The Correctional Treatment Center (CTC) security officer was not using the Student Movement Accountability form.
- School attendance coordinator does not verify discrepancies between the Student Movement Accountability form and Student Absentee Lists.
- S and T company absence codes are not placed into WIN.

Action Item 3.23

- Students held back from school for treatment groups.
- Level 2 Disciplinary Decision Making System (DDMS) not consistently written on youths who refuse school.
- No consistent documentation of weekly meetings to address student attendance concerns.

Action Item 3.34

- Referring teacher not complying with all Alternative Behavior Learning Environment (ABLE) procedures.
- Meetings between ABLE teacher and administrator are not recorded in the ABLE classroom log.

Action Item 3.39

- Of the 40 youths enrolled in school on S and T company, 6 were enrolled for 240 minutes.
- Of the ten youths enrolled in school on S and T company, three had inappropriate exemptions for a minimum 240 minute school schedule.
- Of the eight youths enrolled in school on C company, three were not enrolled for 240 minutes.
- Improper student enrollment.
- Not all students on the WIN class roster are in their assigned classes on S and T company.
- Teacher dropping students from class prior to removing from the WIN class roster.
- C company students attending group during school period.
- High School Graduation Plans (HSGP) are not completed every six months for companies K and L and S and T.

Action Item 4.20

- Teachers do not have adequate syllabi, units of instruction, and/or a lesson plans.

BACKGROUND

On November 19, 2004, a Consent Decree was entered upon in the case of *Farrell v. Allen*. The Consent Decree required the defendant, now the Division of Juvenile Justice (DJJ), to file Remedial Plans in all areas of deficiency identified by the Court appointed experts by January 31, 2005. In January 2005, in response to the Consent Decree, DJJ made the decision to reform California's juvenile system into a rehabilitative model based on a therapeutic environment.

The DJJ has established a Farrell Task Force Team to develop, implement, and measure compliance within the scope of the six Remedial Plans. As part of the Farrell Task Force, the CPRB is charged with assessing compliance and if applicable, recommending corrective actions related to the findings.

At the request of the Chief of Court Compliance, the CPRB was assigned to review seven education action items from the Education Services Remedial Plan at HGSYCF. The action items include: 3.19, 3.14, 3.21, 3.23, 3.34, 3.39, and 4.20. The items were reviewed as a result of HGSYCF receiving an unfavorable rating by the Court appointed education experts during an audit in January 2009. Additionally, the education section leader from the Farrell Task Force felt that if the selected seven educational action items were addressed, it would address other deficient areas pointed out by the educational experts.

The review will be evaluated using a compliance rating system. Each action item will be evaluated by whether it is in substantial compliance (SC) 85 percent and above, PC 84 percent to 50 percent and NC 49 percent and below. Items that result in a yes or no compliance level will be rated as SC or NC. Items that cannot be rated will be categorized as not ratable (NR). Due to the diversity and occasional abstract content of the action items, a numeric rating system cannot always be utilized. As a result, a narrative rating system will be used to evaluate the level of compliance.

The specific objectives of the review were to determine whether:

- HGSYCF is in compliance with action items: 3.14, 3.19, 3.21, 3.23, 3.34, 3.39, and 4.20.

The CPRB determined whether the objectives were met by:

- Reviewing the Education Services Remedial Plan, pages 6, 27, 28, 29, 30 and 35;
- Reviewing training Sign-in Sheets or Read and Initial (R&I) documents;
- Interview off campus and on campus education staff;
- Interview custody staff;
- Reviewing WIN documentation for student absences;

- Reviewing school attendance procedure Temporary Departmental Order (TDO) 07-75, Rev-ET-09, pages 2, 3, and 4;
- Reviewing Education Services Manual, Sections 3200-3214;
- Reviewing Lyle Egan High School off campus and on campus School/Security Attendance Procedure;
- Reviewing Student Movement Accountability Form, YA 7.115;
- Reviewing Student Absentee List, YA 7.105;
- Reviewing DDMS policy, page 29, 2U1;
- Reviewing DJJ's ABLE procedure, pages 2 and 5; and
- Reviewing Program Service Day policy, Education Services Revision 3, Section 3266, and Institutions and Camps Branch Manual, Section 5600, Revision 84.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
37	3.19	<p>Action Item:</p> <p>On a quarterly basis, schools with an absence rate of 7 percent or more will continue to make a CAP until absence rate is below 7 percent.</p> <p>Methodology:</p> <p>Review monthly WIN Attendance Report for April, May, and June 2009.</p> <p>Review facility CAP.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, pages 28-29.</p> <p>TDO 07-75, Rev-ET-09, page 4.</p> <p>Education Services Manual, Sections 3200-3214.</p>			X		<p>Finding 1:</p> <p>Facility administration is not completing a CAP on a quarterly basis when the absence rate is 7 percent or above.</p> <p>Cause:</p> <p>The superintendent and principal were unable to coordinate their schedules to prepare a quarterly CAP.</p>	<p>Principal and superintendent will develop a CAP on a quarterly basis to address an absence rate of 7 percent or more.</p> <p>HGSYCF to utilize the same CAP format as OAC to address absence rate deficiency.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
32	3.14	<p>Action Item:</p> <p>Written policy, procedure, and practice document that all students who do not possess a high school diploma or General Education Development (GED) will attend school each scheduled school day except for verified medical conditions, or when the student is an immediate threat to the safety of self or others.</p> <p>Methodology:</p> <p>Review the signed attendance policy.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p>		X			<p>Finding 1:</p> <p>Incomplete final local operating procedure for the on campus school.</p> <p>The principal provided a copy of the on campus school procedure. The procedure did not have a date at the top of the memorandum or a signature at the end of the memorandum.</p> <p>Cause:</p> <p>The principal was unaware of the standardized process for issuing local operating procedures.</p>	<p>Superintendent and school principal sign and date the attendance procedure. Circulate the attendance procedure throughout HGSYCF via mail and/or electronic mail correspondence.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
32	3.14	<p>Action Item:</p> <p>Written policy, procedure, and practice document that all students who do not possess a high school diploma or GED will attend school each scheduled school day except for verified medical conditions or when the student is an immediate threat to the safety of self or others.</p> <p>Methodology:</p> <p>Review Training Sign in Sheets or R&I documents.</p> <p>Interview the In-Service Training (IST) lieutenant and principal.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p>		X			<p>Finding 2:</p> <p>Incomplete staff training for education and custody staff for the on campus school.</p> <p>Training has been started for some of the educational staff. All of the education and custody staff need to be trained on the attendance tracking procedure. There are approximately 400 educational and custody staff that need to be trained at HGSYCF.</p> <p>Cause:</p> <p>There is no lesson plan for training on the attendance procedure.</p>	<p>Develop lesson plan or curriculum for the attendance procedure. with the IST lieutenant for all education and custody staff</p> <p>Training of custody and educational staff should be tracked and provided on a yearly basis.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
32	3.14	<p>Action Item:</p> <p>Written policy, procedure, and practice document that all students who do not possess a high school diploma or GED will attend school each scheduled school day, except for verified medical conditions, or when the student is an immediate threat to the safety of self or others.</p> <p>Methodology:</p> <p>Interview teachers regarding student absences (on campus).</p> <p>Review WIN documentation for student absences.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p>		X			<p>Finding 3:</p> <p>Teachers were not aware of the correct method for determining student absences.</p> <p>A sample of four teachers were interviewed to ascertain whether they knew the status of why a student was absent the previous day. Each teacher interviewed stated they would call the living unit that their student lived and ask the Youth Correctional Counselor why the student was absent the previous day.</p> <p>Cause:</p> <p>The cause is due to a lack of staff training. There is a pallet in WIN that will allow the teacher to access the student attendance record, thereby affording the teacher the ability to know the reason for the student's absence on the day following the absence.</p>	Train educational staff on how to utilize WIN to determine the reason for student absences.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
32	3.14	<p>Action Item:</p> <p>Written policy, procedure, and practice document that all students who do not possess a high school diploma or GED will attend school each scheduled school day, except for verified medical conditions, or when the student is an immediate threat to the safety of self or others.</p> <p>Methodology:</p> <p>Review absence codes.</p> <p>Obtain refusal list from attendance coordinator.</p> <p>Observe student who refused on living unit.</p> <p>Criteria:</p> <p>School Attendance Procedure, TDO 07-75, Rev-ET-09, page 2.</p> <p>Education Services</p>		X			<p>Finding 4:</p> <p>Students who refused school were observed on living units during school time out of their rooms and watching television.</p> <p>Cause:</p> <p>Staff has not been adequately trained. The operational attendance procedure does not indicate that students who refuse school should be kept in their rooms during school time. The Program Service Day states that students who refuse school should not be receiving program time during school time.</p>	<p>Train living unit staff on the school attendance procedure and adhere to the Program Service Day policy.</p>	<p>More than half of the students sampled that refused school were in their rooms.</p> <p>None of the students that refused school were observed walking around on campus during school time.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
		Manual, Sections 3200-3214. Program Service Day policy, Sections 3266 and 5600.							
32	3.14	Action Item: Written policy, procedure, and practice document that all students who do not possess a high school diploma or GED will attend school each scheduled school day, except for verified medical conditions, or when the student is an immediate threat to the safety of self or others. Methodology: Review class cancellation roster. Criteria: Education Services Remedial Plan, page 6.		X			Finding 5: Substitute teachers were not provided for the culinary arts program. A three day time frame was utilized to determine the sample. Cause: A substitute teacher has not been trained to stand-in for the culinary arts class.	Provide substitute teachers with course syllabus and lesson plans for the culinary arts class. -OR- Identify a back-up teacher to cover the culinary arts class.	All other classes were covered and substitute teachers are used for compensatory hours if they are not covering a class.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
39	3.21	<p>Action Item:</p> <p>The California Youth Authority (CYA) shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Review the signed and dated Security/School Attendance Procedure.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, pages 28-30.</p>		X			<p>Finding 1:</p> <p>The final Security/School Attendance Procedure for the off campus school did not have a date at the top of the memorandum or a signature at the end of the memorandum.</p> <p>Cause:</p> <p>The principal was unaware of the standardized process for issuing local operating procedures.</p>	<p>The superintendant and the school principal sign and date the attendance procedure. Circulate the attendance procedure throughout HGSYCF via mail and/or electronic mail.</p>	<p>There was no formal memorandum from the superintendent and the principal advising the off campus staff of the effective implementation date of the local operating procedure.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
39	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Review training sign-in sheet or the R&I document.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p>		X			<p>Finding 2:</p> <p>There has been no institutional training on the final Security/School Attendance Procedure for the off campus schools and living unit staff. There are approximately 400 educational and custody staff that need to be trained at HGSYCF.</p> <p>Cause:</p> <p>There is no lesson plan for training on the attendance procedure.</p>	<p>Provide training on the off campus final Security/School Attendance Procedure to all living unit staff.</p> <p>Develop a lesson plan or curriculum for the attendance procedure with the IST lieutenant for all education and custody staff.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
9	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Collect Student Movement Accountability Form YA 7.115 and the Student Absentee List YA 7.105.</p> <p>Criteria:</p> <p>HGSYCF Lyle Egan High School/Security Attendance Procedure (Revised March 11, 2009).</p>		X			<p>Finding 3:</p> <p>The school security attendance officer was not delivering S and T company's Student Movement Accountability Form YA7.115 to the school attendance coordinator.</p> <p>Cause:</p> <p>Inadequate training on the school attendance procedure.</p>	<p>Provide training to the school security attendance officer and the back-up security attendance officer on the processing of the Student Movement Accountability Form YA7.115.</p> <p>-Or-</p> <p>Revise procedure for off campus Student Movement Accountability Form YA7.115 delivery to the school attendance coordinator and provide training on the revision.</p>	<p>The S and T company staff is delivering the Student Movement Accountability Form YA7.115 to the school security officer, but the officer was only placing the forms in a binder in the school area. As a result, no attendance information for S and T company was forwarded to the school attendance coordinator for input into the WIN.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
39	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Collect Student Movement Accountability Form YA 7.115 and the Student Absentee List YA 7.105.</p> <p>Criteria:</p> <p>HGSYCF Lyle Egan High School/Security Attendance Procedure (Revised March 11, 2009).</p>		X			<p>Finding 4:</p> <p>No Student Movement Accountability Form YA7.115 was provided for the week of June 22, 2009 by the C company attendance security officer to the school attendance security officer; therefore; no attendance data was input into WIN by the school attendance coordinator.</p> <p>Cause:</p> <p>There was no provision for a trained back-up security attendance officer on C company.</p>	Provide training to the school security attendance officer and all back-up security attendance officers on the processing of the Student Movement Accountability Form YA7.115.	For C company, it was noted that the company attendance officer was on vacation for the week of June 22, 2009.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
39	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Collect Student Movement Accountability Form YA 7.115 and the Student Absentee List YA 7.105.</p> <p>Criteria:</p> <p>HGSYCF Lyle Egan High School/Security Attendance Procedure (Revised March 11, 2009).</p>		X			<p>Finding 5:</p> <p>K and L company staff does not report absence codes.</p> <p>Cause:</p> <p>Youth are enrolled in classes, but do not attend per the class schedule. Company staff is not using the Student Movement Accountability Form YA7.115.</p>	Train K and L company staff on reporting absence codes, using the Student Movement Accountability Form YA 7.115.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
39	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Collect Student Movement Accountability Form YA 7.115 and the Student Absentee List YA 7.105.</p> <p>Criteria:</p> <p>HGSYCF Lyle Egan High School/Security Attendance Procedure (Revised March 11, 2009).</p>		X			<p>Finding 6:</p> <p>S and T company teachers are using a list called School Area Attendance form YA7.403, but not the Student Absentee List YA7.105.</p> <p>Cause:</p> <p>Teachers were not trained on the Security/School Attendance Procedure for the off campus schools.</p>	Train S and T company teachers on the proper usage of the attendance forms.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
39	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Collect Student Movement Accountability Form YA 7.115 and the Student Absentee List YA 7.105.</p> <p>Criteria:</p> <p>HGSYCF Lyle Egan High School/Security Attendance Procedure (Revised March 11, 2009).</p>		X			<p>Finding 7:</p> <p>The CTC staff does not use the Student Movement Accountability Form YA7.115, as an alternative the officer notes school refusal in the unit operation log.</p> <p>Cause:</p> <p>CTC staff was unaware of their responsibility in the attendance procedure.</p>	<p>Train CTC security attendance staff on the proper usage of the Student Movement Accountability Form YA7.115.</p> <p>-OR-</p> <p>Develop a policy that will address education services and reporting on the CTC.</p>	<p>Youth are enrolled in classes, but education time on the CTC does not match the WIN class schedule.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
39	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Interview attendance coordinator.</p> <p>Criteria:</p> <p>TDO 07-75, Rev-ET-09, page 3, Education Manual, Section 3200-3214.</p>		X			<p>Finding 8:</p> <p>The attendance coordinator does not verify discrepancies between the Student Movement Accountability Form YA7.115 and the Student Absentee List YA7.105.</p> <p>Cause:</p> <p>The attendance coordinator reported she is waiting for direction from the principal to identify a procedure for verifying off campus discrepancies.</p>	Principal to address a procedure to reconcile discrepancies between the Student Movement Accountability Form YA7.115 and Student Absentee List YA7.105 with the attendance coordinator.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
39	3.21	<p>Action Item:</p> <p>The CYA shall devise appropriate criteria for the exclusion of students from school and maintain a daily document that lists the number and names of all students who were excluded from school. The record includes the name of the youth excluded, the name of the person who authorized his/her exclusion, the reason for his exclusion, and duration of the exclusion.</p> <p>Methodology:</p> <p>Total all youth school refusals for two periods over a two day time frame.</p> <p>Criteria:</p> <p>TDO 07-75, Rev-ET-09, page 3, Education Manual, Section 3200-3214.</p>		X			<p>Finding 9:</p> <p>S and T company absence codes are not input into the WIN.</p> <p>Cause:</p> <p>S and T company's Student Movement Accountability Form YA7.115 was not transmitted to the WIN attendance coordinator.</p>	Provide training to the living unit attendance officers, back-up living unit attendance officers, and the school security attendance officer on the proper processing of the attendance forms.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
41	3.23	<p>Action Item:</p> <p>Observe any students being pulled back from class, held back on housing units, or held over after meals to perform work details.</p> <p>Methodology:</p> <p>Collect Student Movement Accountability Form YA 7.115 for one period.</p> <p>Interview youth and staff.</p> <p>Collect the cancelled class roster.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p> <p>DDMS policy, page 29, 2U1.</p> <p>TDO 07-75, Rev-ET-09, page 2, Education Manual, Sections 3200-3214.</p>		X			<p>Finding 1:</p> <p>On July 1, 2009 there were six high school graduates who were held back from their trade classes for a treatment group during first period. By not attending the trade class the absence rate was increased which lowered the school attendance percentage. This also resulted in one vocational class with very few students in attendance.</p> <p>Cause:</p> <p>The facility is not following the school attendance TDO and the Program Service Day policy.</p>	<p>Train all staff on the school attendance and Program Service Day procedure and enforce the Program Service Day policy.</p>	<p>There was confusion related to the fact that the students were high school graduates; however, HGSYCF has designated fourth period as the treatment period for Program Service Day.</p>

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)
41	3.23	<p>Action Item:</p> <p>Observe any students being pulled back from class, held back on housing units, or held over after meals to perform work details.</p> <p>Methodology:</p> <p>Collect WIN list for two school days of DDMS Level 2's written for youths that have refused school.</p> <p>Reconcile school refusals and DDMS Level 2's.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p> <p>DDMS policy, page 29, 2U1.</p>		X			<p>Finding 2:</p> <p>Level 2 DDMS not consistently written for youths who refuse school.</p> <p>A time frame of three days was utilized for evaluating if DDMS was being written on youth who refuse school. First and fifth periods were utilized for two days to review DDMS records. From the sample size of 10 records, only one Level 2 DDMS was written.</p> <p>Cause:</p> <p>The lack of training on the school attendance procedure and the DDMS policy and procedure.</p>	Provide training to staff on the school attendance procedure and DDMS policy and procedure.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
41	3.23	<p>Action Item:</p> <p>Observe any students being pulled back from class, held back on housing units, or held over after meals to perform work details.</p> <p>Methodology:</p> <p>Collect attendance meeting minutes.</p> <p>Criteria:</p> <p>Best practice (N. A. Chaderjian Youth Correctional Facility and Preston Youth Correctional Facility).</p>		X			<p>Finding 3:</p> <p>There was only one copy of meeting minutes provided to the CPRB that documented student attendance had been reviewed.</p> <p>Cause:</p> <p>Meetings are not being conducted on a consistent basis and meeting minutes are not being recorded.</p>	Conduct weekly attendance meetings and maintain a record of the meetings.	According to the superintendent, weekly meetings are taking place, although they have not been documented.

CPRB Remedial Site Compliance Report

DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
52	3.34	<p>Action Item:</p> <p>Verify the use of the alternative behavior management classrooms at each site.</p> <p>Methodology:</p> <p>Observe classroom that student was sent from.</p> <p>Interview youth and staff.</p> <p>Criteria:</p> <p>DJJ ABLÉ procedure, page 2.</p>		X			<p>Finding 1:</p> <p>Referring teacher not following ABLÉ policy by writing student's name on the board.</p> <p>Cause:</p> <p>Referring teacher stated he did not realize he was supposed to write the student's name on the board.</p>	Teachers adhere to the ABLÉ pre-referral procedure.	Interviewed teacher after student was sent to ABLÉ and confirmed that he did issue a formal warning, but failed to write the student's name on the board.

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52	3.34	<p>Action Item:</p> <p>Verify the use of the alternative behavior management classrooms at each site.</p> <p>Methodology:</p> <p>Review ABLE classroom log to verify teacher/administrator are meeting weekly.</p> <p>Criteria:</p> <p>DJJ ABLE procedure, page 5.</p>		X			<p>Finding 2:</p> <p>Meetings between the ABLE teacher and the administrator are not being recorded in the ABLE classroom log.</p> <p>Cause:</p> <p>The administrator and the ABLE teacher did not have the appropriate log forms to track the weekly meetings until the administrator attended the Mentor Teacher Curriculum Committee on June 10 through June 11, 2009.</p>	Document meetings held between the ABLE teacher and administrator.	The CPRB interviewed the ABLE teacher and administrator; they both stated they do meet on a weekly basis.

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57	3.39	<p>Action Item:</p> <p>Written policy, procedure, and practice require high school administrators, together with their living unit counterparts, to be responsible for the following in supervising staff assigned to restricted placement:</p> <p>1) Use of a standardized format for reporting educational progress and data on students in restricted placements.</p> <p>2) Use of a standardized checklist by school administrators to ensure students in restricted programs are receiving their full complement of mandated educational services.</p> <p>Methodology:</p> <p>Review WIN One-Day Class Roster.</p> <p>Verify attendance compared to class roster.</p> <p>Interview teachers, custody staff, and youth.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p>		X			<p>Finding 1:</p> <p>Of the 40 youths enrolled in school on S and T company, 6 were enrolled for 240 minutes.</p> <p>Cause</p> <p>Not enough space/course offerings to deliver education services on S and T company.</p>	Facility superintendent and principal to develop an action plan to ensure students on S and T company are obtaining their required 240 minutes.

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57	3.39	<p>Action Item:</p> <p>Written policy, procedure, and practice require high school administrators, together with their living unit counterparts, to be responsible for the following in supervising staff assigned to restricted placement:</p> <p>1) Use of a standardized format for reporting educational progress and data on students in restricted placements.</p> <p>2) Use of a standardized checklist by school administrators to ensure students in restricted programs are receiving their full complement of mandated educational services.</p> <p>Methodology:</p> <p>Review WIN One-Day Class Roster.</p> <p>Verify attendance compared to class roster.</p> <p>Interview teachers, custody staff, and youth.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p>		X			<p>Finding 2:</p> <p>Of the ten youths enrolled in school on S and T company, three had inappropriate exemptions for a minimum 240 minute school schedule.</p> <p>Cause</p> <p>The principal attempted to match student needs to classroom space available.</p>	Principal to review 240 minute exemption protocols to ensure students transcript needs are met, according to the HSGP.

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57	3.39	<p>Action Item:</p> <p>Written policy, procedure, and practice require high school administrators, together with their living unit counterparts, to be responsible for the following in supervising staff assigned to restricted placement:</p> <p>1) Use of a standardized format for reporting educational progress and data on students in restricted placements.</p> <p>2) Use of a standardized checklist by school administrators to ensure students in restricted programs are receiving their full complement of mandated educational services.</p> <p>Methodology:</p> <p>Review WIN One-Day Class Roster.</p> <p>Verify attendance compared to class roster.</p> <p>Interview teachers, custody staff, and youth.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p>		X			<p>Finding 3:</p> <p>Of the eight youths enrolled in school on C company, three were not enrolled for 240 minutes.</p> <p>Cause</p> <p>HSGP needs are not properly addressed by the school scheduler.</p>	Principal to develop an action plan to ensure students are obtaining their required 240 minutes, per HSGP.

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DJJ #	Item	Action Items and Reviewing Method	SC	PC	NC	NR	Finding	Recommendation(s)	Reviewers Comments
		Methodology: Review WIN One-Day Class Roster. Verify attendance compared to class roster. Interview teachers, custody staff, and youth. Criteria: Education Services Remedial Plan, page 28.							

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57	3.39	<p>Action Item:</p> <p>Written policy, procedure, and practice require high school administrators, together with their living unit counterparts, to be responsible for the following in supervising staff assigned to restricted placement:</p> <p>1) Use of a standardized format for reporting educational progress and data on students in restricted placements.</p> <p>2) Use of a standardized checklist by school administrators to ensure students in restricted programs are receiving their full complement of mandated educational services.</p> <p>Methodology:</p> <p>Review WIN One-Day Class Roster.</p> <p>Review class roster.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p> <p>TDO 07-75, Rev-ET-09, page 2, Education Manual, Sections 3200-3214.</p>		X			<p>Finding 5:</p> <p>Not all students who were on the WIN class roster were in their assigned classes on S and T company for periods three and five on June 30, 2009 and period six on June 30, 2009.</p> <p>Cause:</p> <p>S and T company staff are creating their own schedule titled "S/T Treatment Team School Schedule" causing errors to occur where youths are not being placed in the proper assigned classes.</p> <p>Company staff does not have WIN access to class rosters, so they have to rely on education staff to deliver a hard copy to the company.</p>	<p>Principal and superintendent to develop an accountability system to ensure students are in their assigned class.</p> <p>All company staff provided with "read only" access to WIN class rosters.</p>

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57	3.39	<p>Action Item:</p> <p>Written policy, procedure, and practice require high school administrators, together with their living unit counterparts, to be responsible for the following in supervising staff assigned to restricted placement:</p> <p>1) Use of a standardized format for reporting educational progress and data on students in restricted placements.</p> <p>2) Use of a standardized checklist by school administrators to ensure students in restricted programs are receiving their full complement of mandated educational services.</p> <p>Methodology:</p> <p>Review WIN One-Day Class Roster.</p> <p>Review class roster.</p>		X			<p>Finding 6:</p> <p>Students are not brought to class because teachers report they have completed the coursework; however, students were still appearing on the WIN class roster.</p> <p>Cause:</p> <p>Teachers tell students they have completed the coursework so they do not need to come to class even though they have not been dropped on WIN.</p> <p>Teachers do not have access to WIN to verify who should be in their classes daily.</p>	<p>Principal to develop a system to ensure students who have completed their scheduled classes are no longer appearing on the WIN school schedule.</p> <p>Teachers on S and T company to be provided with computer/network access in their classrooms for access to WIN.</p>	Principal reported coaxial cables were not installed in company classrooms as planned.

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		Criteria: Education Services Remedial Plan, page 28. TDO 07-75, Rev-ET-09, page 2, Education Manual, Sections 3200-3214.							
57	3.39	Action Item: Written policy, procedure, and practice require high school administrators, together with their living unit counterparts, to be responsible for the following in supervising staff assigned to restricted placement: 1) Use of a standardized format for reporting educational progress and data on students in restricted placements. 2) Use of a standardized checklist by school administrators to ensure students in restricted programs are receiving their full complement of mandated educational		X			Finding 7: Three C company students were attending groups during third period on July 1, 2009. Cause: Superintendent reported the Program Service Day schedule for C company designates third period for treatment and fourth period for school. This schedule was not being followed.	Principal and superintendent to ensure Program Service Day treatment time does not conflict with school schedule.	Students were enrolled in school during third period (scheduled treatment time) and not enrolled in school during fourth period (scheduled school time).

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		<p>services.</p> <p>Methodology:</p> <p>Review WIN One-Day Class Roster.</p> <p>Review class roster.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 28.</p> <p>TDO 07-75, Rev-ET-09, page 2, Education Manual, Sections 3200-3214.</p>							

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57	3.39	<p>Action Item:</p> <p>Written policy, procedure, and practice require high school administrators, together with their living unit counterparts, to be responsible for the following in supervising staff assigned to restricted placement:</p> <p>1) Use of a Standardized format for reporting educational progress and data on students in restricted placements.</p> <p>2) Use of a standardized checklist by school administrators to ensure students in restricted programs are receiving their full complement of mandated educational services.</p> <p>Methodology:</p> <p>Review educational file for HSGP and transcripts (ten percent sample of students in restricted programs).</p> <p>Review teacher attendance log for specific subjects (ten percent sample).</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 27.</p>		X			<p>Finding 8:</p> <p>Not all HSGPs were completed every six months for companies S and T and K and L.</p> <p>Cause:</p> <p>Prior to three months, there was no system in place to monitor bi-annual HSGPs.</p>	Principal to develop a system to ensure HSGPs are completed every six months for companies S and T and K and L.	Reviewer sampled ten youths for S and T company and five youths for K and L company. HGSPs were current; however, more than six months had elapsed since the previous completion date.

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78	4.20	<p>Action Item:</p> <p>Written policy, procedures, and practice require the use of course syllabi, units of instruction and lesson plans by teachers.</p> <p>Methodology:</p> <p>Review teacher's course syllabus for subject.</p> <p>Review teacher's lesson plans.</p> <p>Interview teachers, students, and administrators to verify the use of lesson plans and units of instruction.</p> <p>Criteria:</p> <p>Education Services Remedial Plan, page 35.</p> <p>Education Services Branch Manual, Section 4130.</p>		X			<p>Finding 1:</p> <p>Teachers in the off campus school setting do not have adequate course syllabi, units of instruction, and lesson plans.</p> <p>Cause:</p> <p>Teachers are not adhering to the California Standards for the Teacher Profession and the Education Branch Manual, Section 4130.</p>	Principal will develop a monitoring plan to enforce teachers to follow the California Standards for the Teacher Profession.	On May 18, 2009, the CPRB reviewed action item 4.20 for on campus teachers and found them to be in compliance.

Review of the Education Services Remedial Plan
HEMAN G. STARK YOUTH CORRECTIONAL FACILITY

GLOSSARY

ABLE	Alternative Behavior Learning Environment
CAP	Corrective Action Plan
CPRB	Compliance Peer Review Branch
CTC	Correctional Treatment Center
CYA	California Youth Authority
DDMS	Disciplinary Decision Making System
DJJ	Division of Juvenile Justice
GED	General Education Development (Certificate)
HGSYCF	Heman G. Stark Youth Correctional Facility
HSGP	High School Graduation Plan
IST	In-Service Training
NC	Noncompliance
NR	Not Ratable
OAC	Office of Audits and Compliance
PC	Partial Compliance
SC	Substantial Compliance
R&I	Read and Initial
TDO	Temporary Departmental Order
WIN	Ward Information Network
YA	Youth Authority